

ADMINISTRATIVE
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1 AUG 1966

MEMORANDUM FOR : Chief, Benefits and Services Division

SUBJECT : Implementation, IG's Report

1. Per our conversation of 27 July in drafting reply to the I. G.'s report, the following procedures will be initiated:

- a. If an employee has not responded to the five year letter and he is in the headquarters area, a phone call will be made to the employee's Personnel Officer. It will be requested that the Personnel Officer remind the employee of the services of the Retirement Branch.
- b. Two years in advance of an employee's date of eligibility for retirement, a memorandum will be sent to his Personnel Officer or Administrative Officer reminding him of the obligations of the office to comply with regulation (See sample attached).
- c. One year in advance of an employee's date of eligibility for retirement, a memorandum will be sent to the employee through his Administrative Officer reminding him of his date with a request for acknowledgement of the memo. (See sample attached).
- d. Request Plans and Review Staff to amend retirement regulation to request employees to give 90 days notice of retirement (Done).

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2. Full implementation of the above new procedures can not be accomplished with the present staff assigned to the Retirement Branch for the following reasons:

- a. When the two year letter is sent to the component the officer in charge is surely going to ask for an up to date estimate for the individual. (Times two, as all estimates are done twice).

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- b. The one year letter to the individual will undoubtedly require a new estimate (times two).
- c. Phone calls six months after 5 year letter will generate many more interviews by the Executive Secretary, Agency Retirement Board.
- d. More clerical work will be required to maintain suspense system, filing, typing, etc.

Chief, Retirement Branch

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